

Constitution of the Iowa State University Postdoctoral Association

Article I: Name

The organization shall be known as “Iowa State University Postdoctoral Association,” hereinafter referred to as ISUPDA.

Article II: Purpose and goals

Section I. The purpose and goals of the ISUPDA shall be to provide:

1. A sense of community by developing social and professional interactions among postdoctoral scholars at Iowa State University.
2. A forum where issues relevant to postdoctoral scholars will be addressed and communicated to the appropriate administrators and faculty of Iowa State University
3. A productive dialogue among postdoctoral scholars, administrators and faculty at Iowa State University.
4. An integration of the postdoctoral community to Iowa State University by organizing and contributing to professional and social events with graduate students, faculty and staff.

Section II. ISUPDA abides by and supports established Iowa State University policies, State and Federal Laws.

Article III: Definition of a postdoctoral scholar and membership in the ISUPDA

Section I. Definition

According to the National Postdoctoral Association, a postdoctoral scholar (also referred to as “postdoc”) is “an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing.”

Section II. Membership

Membership shall be open to all registered postdoctoral scholars at Iowa State University and the officers of the ISUPDA have a major responsibility in increasing participation and input from postdoctoral scholars. The membership eligibility begins upon the start of the appointment and continues until the end of the appointment at Iowa State University. ISUPDA shall not discriminate based on race, color, age, religion, national origin, sexual orientation, gender, identity, sex, marital status, disability or status as a U.S. veteran. Any ISU faculty, student or staff member who has an interest in issues regarding postdoctoral scholars is strongly encouraged to attend and participate in ISUPDA meetings. However, individuals who do not meet the definition of a postdoctoral scholar (Article III, section I) will not be allowed to vote on any issue relevant to the ISUPDA.

Article IV. Executive committee, responsibilities and elections

Section I. Executive committee

The Executive committee consists of a minimum of 5 members whose responsibility is to provide leadership and continuity to the ISUPDA:

1. President

2. Vice-President
3. Secretary
4. Treasurer
5. Adviser

Section II. Responsibilities/necessary skills

1. **President (1 seat):**

- a. Defines the overall vision and direction of the ISUPDA and is responsive to input from officers of the executive board.
- b. Serves as the point of contact for the ISUPDA for any official communications. The president will also be a liaison between the ISUPDA and the faculty/administration/students, and monitors the morale and treatment of ISU postdocs.
- c. Organizes and runs executive committee meetings. Should ensure that all members of the executive board have the opportunity to provide input at meetings.
- d. Updates the postdoctoral community on recent issues addressed by the ISUPDA and future events during general meetings.
- e. Recruits volunteer postdocs for service on the executive board.
- f. At the beginning of the term, works with the treasurer on a budget for the year.
- g. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The president should have strong leadership and people skills and be aware of the needs and concerns of postdocs. The president should possess the ability to work well with others, delegate tasks, and be receptive to input from the executive board, the graduate college and other parties that are interested in postdoc issues while defining the goals of the association. The president should also make time to attend all meetings and handle phone and email communication.

2. **Vice-president (1 seat):**

- a. Works closely with the president as a collaborator, and should be well versed in all ongoing projects and the vision of the association, as defined by the president. In the event that the president steps down, the vice-president must be able to take over the responsibilities and lead the association.
- b. Recruits volunteer postdocs for service on the executive board.
- c. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The vice-president should have similar skills as the president (strong leadership, people and communication skills). The vice-president should also make time to attend all meetings and handle phone and email communication.

3. Secretary (1 seat):

- a. Records meeting minutes during the monthly executive board meetings and disseminates them shortly after each meeting.
- b. Advertises association events to postdocs.
- c. Maintains the email list and distributes emails when appropriate.
- d. Orders food for association events.
- e. Gathers and compiles reports on ISUPDA events.
- f. Recruits volunteer postdocs for service on the executive board.
- g. Prepares and disseminates meeting agendas at least one day before the meeting.
- h. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The secretary serves as the main point of communication in the executive board. Thus, the secretary should have strong writing, organizational, and management skills. The secretary should also make time to attend all meetings and handle phone and email communication.

4. Treasurer (1 seat):

- a. Records income and disbursement of all association funds.
- b. Handles all financial transactions and submits a yearly budget.
- c. Recruits volunteer postdocs for service on the executive board.
- d. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The treasurer should have strong communication, organizational, management and negotiation skills. The treasurer should also understand the priorities of the ISUPDA so that his/her advice can be tailored accordingly to the needs of the association. The treasurer should also make time to attend all meetings and handle phone and email communication.

5. Adviser:

- a. Maintains communication with the executive committee regularly.
- b. Is aware and approves of financial expenditures.
- c. Meets with the executive committee upon request.
- d. Ensures that the ISUPDA is holding regular meetings.
- e. Is an advocate for the postdoctoral community to the University administration and faculty.

Additional executive committee positions include:

6. Social activities manager (1 seat):

- a. Organizes and promotes social events for the postdoctoral community at least once a month.
- b. Recruits volunteer postdocs for service on the executive board.
- c. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The social activities manager should have strong social and communication skills. The social activities manager should also make time to attend all meetings and handle email communication.

7. Graduate council representative (2 seats):

- a. Attends monthly graduate council meetings and reports relevant issues to the executive board via email or at monthly meetings.
- b. Recruits volunteer postdocs for service on the executive board.
- c. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The graduate council representative should have strong communication skills and knowledge of the issues relevant to the ISUPDA in order to address those issues during officer meetings and graduate council meetings. The graduate council representative should also make time to attend all meetings and handle email communications.

8. IT coordinator (1 seat):

- a. Regularly updates the ISUPDA website with information including but not limited to officer biographies, events, constitution, and other resources for postdoctoral scholars.
- b. Recruits volunteer postdocs for service on the executive board.
- c. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The IT coordinator should be proficient in website design, attend all meetings and handle email communications.

9. Midwest postdoc forum representative (1 seat):

- a. Attends meetings with other postdoctoral representatives from the Midwest region and report to the ISUPDA executive committee via email or during meetings.
- b. Leads the organization of the Midwest Postdoctoral Symposium if such event is to be held at Iowa State University. If this event is not held at Iowa State University, the Midwest postdoc forum representative will promote the event details (location, date...) to the postdoctoral community in a timely fashion.
- c. Attends the annual national postdoc association national meeting.
- d. Recruits volunteer postdocs for service on the executive board.

- e. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The Midwest postdoc forum representative should have strong communication and networking skills and be aware of the issues relevant to the ISUPDA and the postdoctoral community. : The Midwest postdoc forum representative should attend all meetings and handle email communication.

10. College representative (unlimited seats):

- a. Is a point of contact between his or her department/college and the ISUPDA executive committee.
- b. Reports issues encountered by postdocs to the rest of the executive committee.
- c. Recruits volunteer postdocs for service on the executive board
- d. Contributes to the organization of social/professional events hosted by the association.

Necessary skills: College representatives should have strong communication skills. They should attend all meetings and make time to attend all meetings and handle email communication.

Section III. Elections

All executive committee positions described in Section II are elected by the members of the ISUPDA. For annual elections, a call for nominations will go out via e-mail in July (two months prior to the start of the new academic year in September). A list of nominees will be sent out for the vote in August (one month prior to start of academic year) and voting will be open for one week. Ballots will be counted and winners will be determined by a simple majority. For the position of graduate council representative, the two elected candidates must hold positions in different divisions, as defined in Section E of the Graduate Council constitution. In the event that two candidates who hold positions in the same division are elected, one position will be assigned to the candidate with the majority of votes. The other will be assigned to the candidate with the highest number of votes who does not belong to the same division as the other. If there are no candidates who belong to a different division, the second position will be assigned to the candidate with the highest number of votes who does not belong to the same department or hiring unit as the other. New officers will start serving on the executive committee in September, for one year. In the event that an executive officer needs to resign/leave the university, he/she needs to identify a potential replacement and to communicate this fact to all members of the executive board at least three months prior to resignation . All officers are eligible for re-election provided they fulfill the requirements described in Article III.

College representatives may be appointed at any time during the year upon approval of the executive committee.

The position of adviser is appointed by the first four executive officers within 4 weeks after the annual elections have been held. The person appointed as an adviser may serve in that capacity while at ISU.

Article V. Meetings and voting of issues

Section I. Meetings

Executive board meetings shall take place at least once a month. These meetings will be scheduled at least a week in advance. The executive officers reserve the right to change the date of the monthly meeting due to attendance or conflicts, in which case the new date of the meeting will be sent out by e-mail at least two days prior to the originally scheduled meeting. The agenda of the monthly meetings should be e-mailed at least one day prior to the meeting. A reminder of the meeting should be sent out, at the latest, by the morning of the meeting. The date and time of the executive board meetings will be announced on the general meetings emails and the website. It will be assumed that all executive board meetings are open to the ISU postdoc community and in the event that an executive board meeting is closed to the ISU postdoc community it will be listed as closed on the website.

General meetings shall take place at least once a month and be advertised to the Iowa State University postdoctoral community at least ten days in advance. General meetings shall include a professional development seminar/workshop. During the first ten minutes of the meeting, the president shall update the postdoctoral community about recent ISUPDA accomplishments and issues relevant to the postdoctoral community. The president shall also promote future events that may be of interest to the postdoctoral community and open the floor for questions and suggestions.

A general meeting may be substituted by a professional development event that is hosted in collaboration with another organization.

Section II. Voting of issues

During executive board meetings, any issues brought to light by members of the ISUPDA must be voted on by the majority of people in attendance. All discussions will be conducted in a respectful manner. The president has the right to interrupt a speaker to censure a disrespectful comment or to redirect the flow of the discussion. All other acts of interruption should be resolved by the individual subject to the judgment of the president. After a warning, the president has the right to expel the individual if he or she continues to be disruptive. This individual is allowed to return to subsequent meetings unless the formal membership revocation procedure outlined in the constitution is carried out. For larger issues, with significant impact on the postdoctoral community, changes/suggestions must be disseminated to the entire postdoctoral community by e-mail. Votes can be taken in the format of surveys, and the majority of votes will be taken on the issues at hand.

Article VI. Officer removal

In the rare event that executive officers and/or other members of the ISUPDA find an officer unfit, unable to perform, or unwilling to perform for his/her position, that officer may be removed from office by a vote of “no confidence” by two-thirds majority of the executive committee either during a meeting or electronically. Prior to the vote, the charges need to be brought forward to the executive committee and the officer under impeachment may make a statement in his/her defense.

Officers are required to attend all executive committee meetings and general meetings. If an officer misses three or more executive committee meetings in one semester without notifying the president of his/her absence, the president will send this officer a notification email stating that he/she may be eligible for removal from office by a vote of “no confidence” as explained above unless he/she attends the following meeting. If the officer does not attend the following meeting and does not notify the president, the executive board will vote for the removal of the officer from office.

In the event of officer removal or unscheduled vacancy, the position may be immediately filled by a majority vote of ISUPDA members at the next meeting.

Article VII. Finances

No dues exist for membership to the ISUPDA.

All monies belonging to the ISUPDA shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Activities Center). All funds must be deposited within 48 hours after collection. The adviser of this organization must approve and sign for expenditures before payment.

All decisions regarding ISUPDA funds in amounts greater than \$200.00 require the approval of the majority of members present at the monthly ISUPDA meetings or at executive committee meetings. If a decision needs to be made prior to the meetings, a vote for approval may be conducted by e-mail with executive officers. For amounts less than \$200.00, approval must be obtained by the ISUPDA president and with consent from the treasurer.

Article VIII: Amendments and Ratification

Section I. Amendments

All active members of the ISUPDA may propose an amendment to this constitution at least one meeting prior to the vote. The proposed amendments need to be disseminated to the entire postdoctoral community, through posting on the postdoc website and through e-mail communications regarding the upcoming meeting.

Section II. Ratification

This constitution can be ratified with a 1/2 majority of the executive committee or a 2/3 majority of voting members present at the meetings.

Amended or ratified constitutions will be submitted within 10 days to the Student Activities Center for approval.

This constitution was approved by the ISUPDA executive committee in April 2016.

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Emilie Brigitte Guidez
ISUPDA president

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Davide Faggionato
ISUPDA vice-president

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Jacqueline Campbell
ISUPDA Secretary

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Yu "April" Chem
ISUPDA Treasurer

X

Eugenia Montiel-Jimenez
ISUPDA graduate council representative

X

Flores-Escobar Biviana
ISUPDA graduate council representative

X

Metin Uz
ISUPDA social events coordinator

X

Raimund Nagel
ISUPDA IT coordinator

X

Elke Brandes
College representative

X

Ataur Katebi
College representative

X

Nuwan De Silva
ISUPDA College representative

X

Annie Hawkins
Postdoctoral adviser

X

Craig Ogilvie
ISUPDA adviser

X

William Graves
ISUPDA adviser